

Public Library Advisory Board
Manual Overview
TEXAS STATE LIBRARY AND ARCHIVES
COMMISSION
Dr. Julie Todaro
Julie.todaro@yahoo.com
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WELCOME AND FIRST LET US KNOW...

1. Through the online "show of hands..."how many of you have used the previous Handbook?

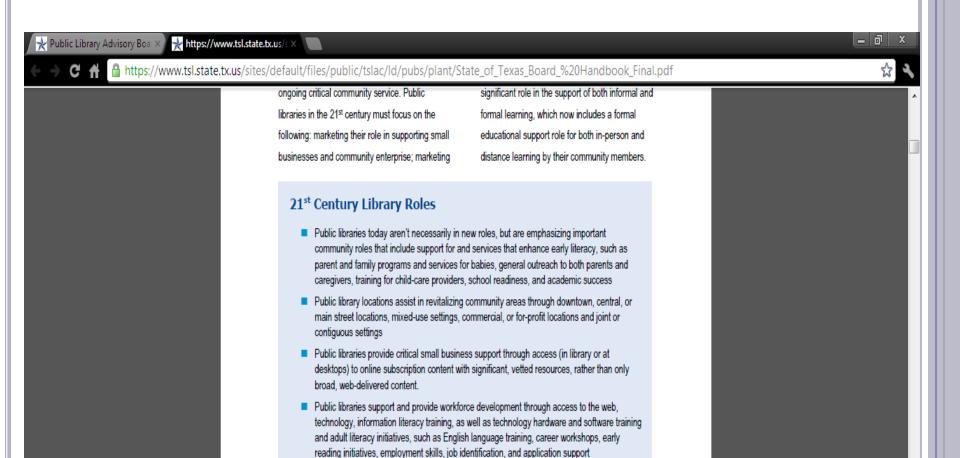
a. Yes, I have used the previous Handbook.

b. No, I have not used the previous Handbook.

The Handbook...

- Provides background on advisory boards in general and those community service opportunities available in advisory boards
- Defines what a library board is
- Helps board members understand their positions in the context of current public library philosophy and practice in the United States
- Helps board members understand the context of a public librathe state of Texasry organization and practice in

- Seeks to explain board member processes to encourage interested individuals to join and participate in the important act of giving and providing service to local libraries
- ☐ Helps board members understand their roles and responsibilities as members and/or officers of the board
- Helps board members realize that they are part of a vast network of persons, institutions, and associations committed to the ideal that a democracy is most appreciated and best served by community members empowered by access to, and a free and independent pursuit of, information and ideas

























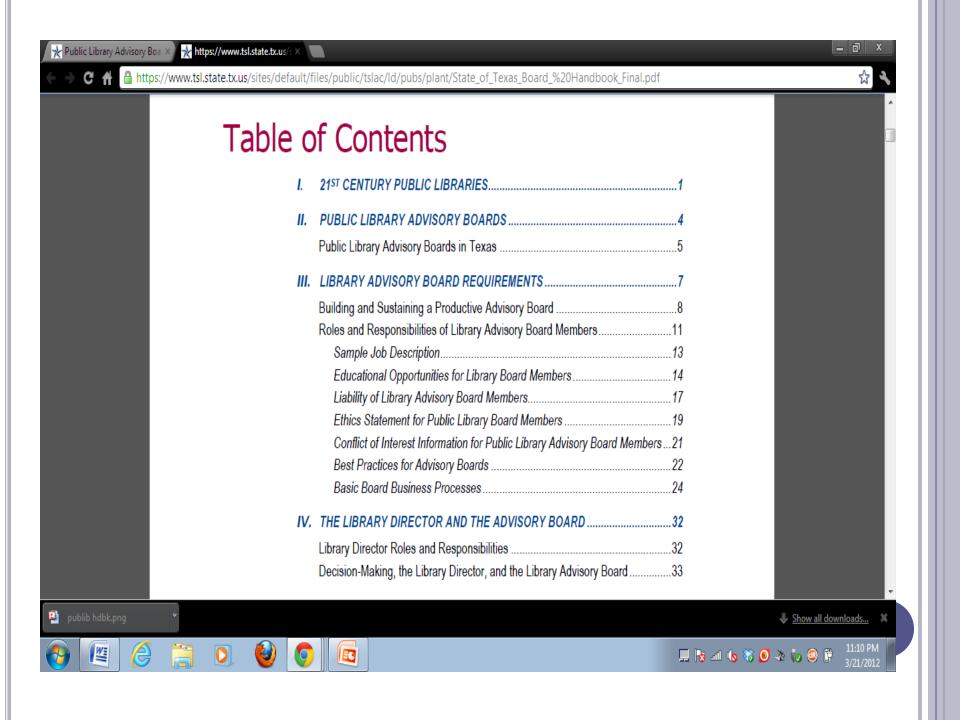


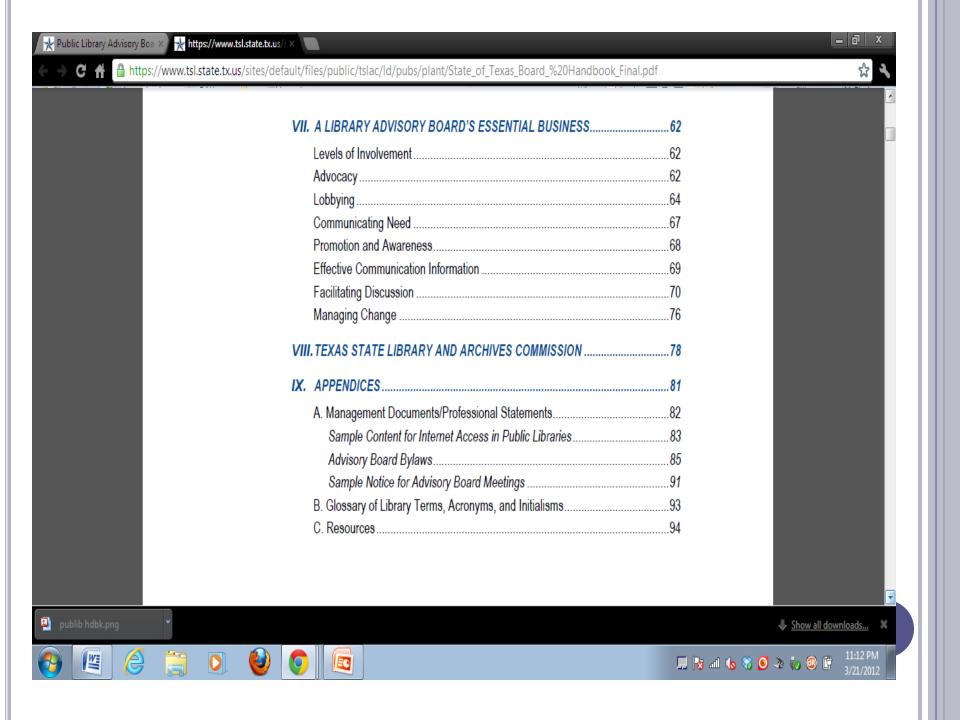


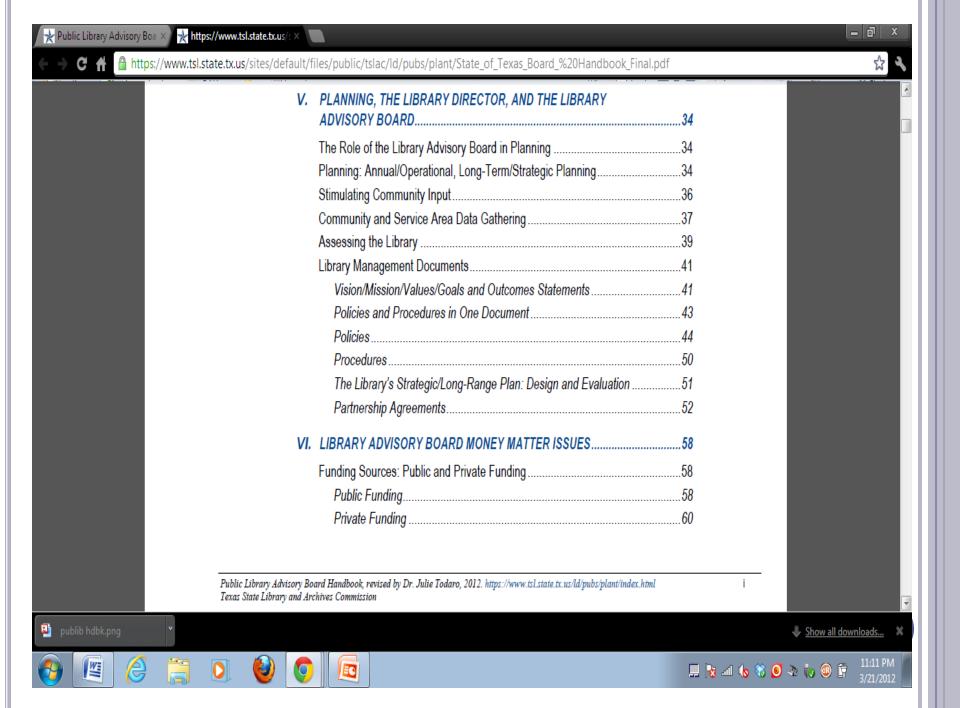












Advisory Board's Work

- Attendance and participation in board activities and events
- Service in an advisory capacity to the governing body in matters that pertain to the library
- Serving as liaison and representative from the community on library matters
- Advocating for the library for support from governing entities
- Supporting public library vision and values, such as intellectual freedom and the right to access content

Advisory Board's Roles and Responsibilities

- 1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
- 2. Assist the library director in determining the library's vision and mission

- 3. Participate in short-term, long-term, and strategic planning
- 4. Advocate for adequate resources
- 5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
- Be familiar with and assist the library in communicating around resources, services, and public image

etc.

Public Library Advisory Boards DO

- Advocate for library support, including seeking support for annual or operational and capital funding
- Advocate for support for the library for local, state, regional, and national legislative initiatives
- Promote library services and programs

etc.

Advisory Boards DO NOT

- □ Govern the library
- Hire, manage or fire the library manager/director
- ☐ Hire, manage or fire other library staff members
- Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues

What about you and your Board training?

How often and HOW do you do it?

Who

What

When

Where

Why

The Handbook is designed to provide you with content to design, maintain and train your Board.....with

Samples

Templates

Ideas

Methods

Approaches

Processes

To make you successful....

To show you examples....I'm going to go to the Manual (you don't have to!)



https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/pubs/plant/State_of_Texas_Board_%20Handbook_Final.pdf

A. Management Documents/Professional Statements

The advisory board should work through the umbrella governing body and through the library director to establish the management documents necessary to conduct advisory board business.

Overview of the Types of Documents Critical to Advisory Board Success

- Orientation manuals including overviews of the library, the library's vision, mission, strategic directions or goals and objectives, recent reports, past advisory board minutes and board reports
- Library plans, including but not limited to, strategic plans, short-term plans, facilities/building plans and snapshot overviews, marketing and public relations plans, and technology plans
- Library advocacy materials
- Budget overviews, including justifications
- Financial documents for grants, fundraising, alternative financing, such as usufruct, wills/estates, and bond funds
- Policies—human resources, public access/use
- Procedures—human resources, public access/use
- Foundation documents that serve to support the profession of librarianship can be found.

Management Documents You Should Have; the Board Should Be Aware Of

- Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation: An Interpretation of the Library Bill of Rights
- Challenged Materials: An Interpretation of the Library Bill of Rights





























- A simple explanation or definition of the Internet
- Relevant federal, state, local, or institutional legislation or policy that governs public access to the web in general or by age of patron/library user such as:
 - ALA Washington Office http://www.ala.org/ala/aboutala/offices/wo/index.cfm
 - The Children's Internet Protection Act http://www.fcc.gov/guides/childrens-internet-protection-act
 - Pending Internet Legislation http://www.ala.org/ala/aboutala/offices/oif/ifissues/issuesrelatedlinks/pendinginternet.cfm
 - State Internet Filtering Laws for Schools and Libraries- (including Texas law) http://www.ncsl.org/default.aspx?tabid=13491
 - Texas Constitution and Statutes http://www.statutes.legis.state.tx.us/ (search by keyword such as Internet)

Links to Critical Policies

- Adult user guidelines (and remote users) with guidelines for what information is needed to register them and to gain access
- Internet safety guidelines and recommendations
- Guidelines for legal and ethical uses
- Conditions of use (length of viewing time, downloading, printing, etc.)
- Confidentiality





















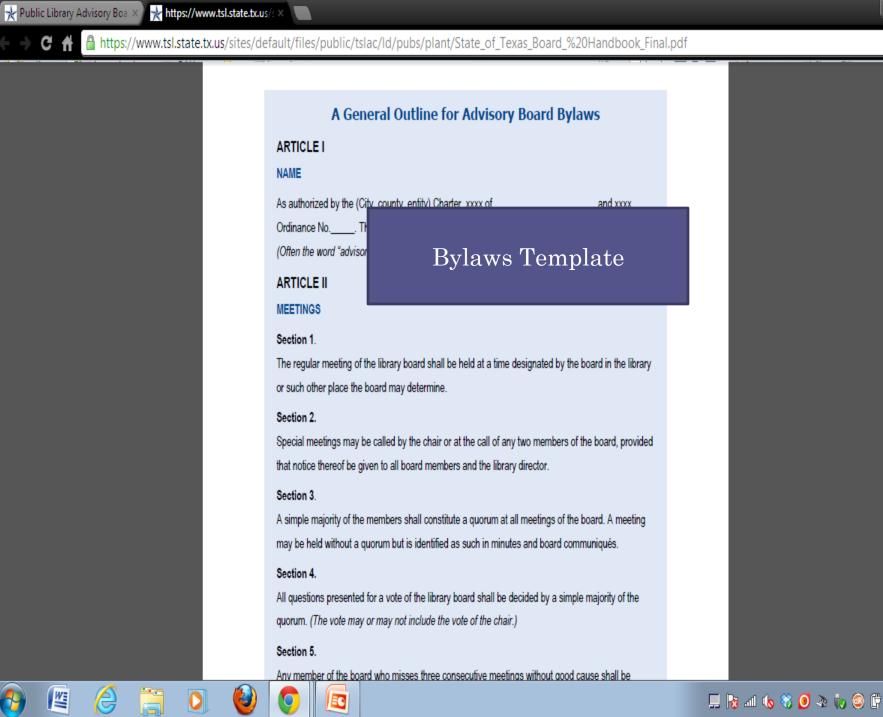




















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https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/pubs/plant/State_of_Texas_Board_%20Handbook_Final.pdf





A Typical Posting for Open Meetings

Notice of Meeting

Public library board (Use the board's specific title, which may include

"advisory.")

Address of Meeting Location

(Simple directions should be included if the meeting is in a nonstandard, atypical, or hard-to-find location.)

Date and Day of Meeting

Time of Meeting

Open Meetings Template

Discussion Items:

- Library Reports
- Marketing Group Report: Review suggestions for marketing library programs and services
- Director's Report: Review library goals and objectives

Action Item:

Discuss and consider approval of Internet Acceptable Use Policy

Adjournment

Public Library Advisory Board Handbook, revised by Dr. Julie Todaro, 2012. https://www.tsl.state.tx.us/ld/pubs/plant/index.html

































C. Resources

American Library Association (ALA)—advocates for the public's interest, supports library professionals in acquiring competencies for current and cutting-edge content, and supports libraries as centers for community culture and lifelong learning. Advisory board members need to be aware of the primary professional library association, ALA to keep up with trends in the profession, as well as having the latest links to legislation and advocacy initiative content at the national and state levels. http://www.ala.org

American Library Trustee Association (ALTA)—provides content and support through educational programs for library boards. Although "trustees" or governing boards are the centerpiece of the website, advisory boards will find a great deal of information to meet the needs of all sizes and types of libraries. http://www.ala.org/template.cfm?Section=alta

Resources and Annotations of How Librarians Might Use Them

AmeriStat—offers data for planning that expands the advisory board member's area and constituent knowledge-base. Covered in this web environment are U.S. population issues and trends. Graphics and text are used to create an easy-to-use format of population estimates and projections, race and ethnicity, and income and poverty. http://www.ameristat.org/

Big Dog—is considered the best HR site on the web. This environment is a complete guide for managers, organizers, trainers and, in general, professionals. Board members can use the leadership materials, as well as extensive tips on meetings, facilitation of groups, and creative thinking.



























Thank you for attending!

And don't hesitate to email me if you have questions on Board Handbook use!